

 **Mary Lou Fulton**
Teachers College
Arizona State University

Dear Student,

Congratulations on your Riverside Elementary District field experience internship or residency assignment! It will be an exciting and challenging semester.

Before reporting to the school for your first visit and for the purpose of ensuring the safety of the children in this district, all interns and residents are required to:

- Bring their DPS Fingerprint Clearance Card and Drivers License to the Riverside District office
- Complete a personal information form
- Complete background check paperwork and submit required fees (Please be aware that you will be responsible for covering the cost of the background check. If after residency, you are hired by the district, this money will be refunded to you)

While completing required district paperwork, you may be asked to schedule a formal meeting with the principal of the school where you are placed to discuss school standards and expectations.

District contact and location information:

Rachel Cabrales—Executive Administrative Assistant for HR
1414 South 51st Avenue
Phoenix, AZ 85043
Phone: 602-477-8919
E-mail: rcabrales@riverside.k12.az.us

Important NOTE: You cannot begin your field experience internship or residency until the district has received a copy of your DPS Fingerprint Clearance Card, ID and cleared background check.

Sincerely,
Office of Professional Experience
Mary Lou Fulton Teachers College

10/21/19